#### HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

10400 Detrick Avenue Kensington, Maryland 20895 (240) 627-9425

#### Minutes

December 8, 2021

#### 21-11

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via an online platform and teleconference on Wednesday, December 8, 2021, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:02 p.m. Those in attendance were:

#### Present via Teleconference

Roy Priest, Chair Frances Kelleher, Vice Chair Richard Y. Nelson, Jr., Chair Pro Tem Pamela Byrd Linda Croom Jeffrey Merkowitz Jackie Simon

#### Also Attending via Teleconference

Kayrine Brown, Acting Executive Director Timothy Goetzinger Guidy Paul Kashif Paul Marcus Ervin Ian-Terrell Hawkins Bonnie Hodge Paige Gentry Zachary Marks Nathan Bovelle Charnita Jackson Jay Berkowitz Aisha Memon, <sub>General Counsel</sub> Terri Fowler Fred Swan Christina Autin Millicent Anglin Darcel Cox Lynn Hayes Jennifer Arrington Eugenia Pascual Frederick Colas Stephen Hiebing Francisco Vega

### IT Support

Aries Cruz

### **Commission Support**

Patrice Birdsong, Spec. Asst. to the Commission

Chair Priest opened the meeting welcoming all to the monthly meeting. There was a roll call of Commissioners participating.

#### I. Information Exchange

#### Community Forum

• There were no participants signed up for the Community Forum.

#### **Executive Director's Report**

• Kayrine Brown, Acting Executive Director, provided a verbal overview of the written report and addressed Commissioners' questions as she presented.

### **Commissioner Exchange**

- Chair Priest acknowledged and summarized an opinion received from the State of Maryland Open Meetings Compliance Board.
- II. <u>Approval of Minutes</u> The minutes were approved as submitted with a motion by Commissioner Simon and seconded by Chair Pro Tem Nelson. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.
  - A. Approval of Minutes of November 3, 2021
  - B. Approval of Minutes of November 3, 2021 Closed Session
  - C. Approval of Minutes of November 4, 2021 Special Session
  - D. Approval of Minutes of November 19, 2021 Special Session
  - E. Approval of Minutes of November 19, 2021 Closed Special Session
  - F. Approval of Minutes of November 22, 2021 Special Session
  - G. Approval of Minutes of November 22, 2021 Closed Special Session

# III. CLOSED AND SPECIAL SESSION RATIFICATION

A. Ratification of Action Taken in Closed Special Session held on November 19, 2021 – Approval of Various Actions Related to the Ownership and Development of The Lindley

The following resolution was adopted upon a motion by Commissioner Simon and seconded by Vice Chair Kelleher. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

<b>RESOLUTION NO.: 21-111ASR</b>	<b>RE: Approval of Various Actions Related</b>
	to the Ownership and Development of The
	Lindley

**WHEREAS**, the Housing Opportunities Commission of Montgomery County ("HOC" or the "Commission") is the managing member of CCL Multifamily LLC, a Maryland limited liability company ("Company"), which is the owner entity of The Lindley, a 200-unit mixed-income Class-A rental development consisting of 120 market rate units, 40 affordable units, and 40 workforce housing units;

WHEREAS, at a closed Special Session duly called and held on November 19, 2021, with a quorum participating, the Commission adopted Resolution 21-111AS, with Commissioners Kelleher, Nelson, and Simon voting in approval, Commissioner Priest being opposed, and Commissioners Byrd, Croom, Merkowitz being necessarily absent and not participating in the vote;

WHEREAS, by adopting Resolution 21-111AS, the Commission took the following actions:

• Acting on behalf of itself and on behalf of the Company, as its managing member, authorized the Acting Executive Director of HOC to (1) purchase the current investor-member's interest in the Company, (2) pay the developer's fee, (3) execute a non-binding letter of intent with a new investor-member, (4) execute a new operating agreement for the Company with a new investor-

member, and (5) take any and all other actions necessary and proper to carry out the transaction, including the execution of any documents.

- Authorized the use of the Opportunity Housing Bond Fund to pay for closing costs, consultant fees, legal fees, and other amounts necessary to close the transaction.
- Authorized the reservation of funds in the Opportunity Housing Reserve Fund to cover certain interest payments.
- Authorized a reserve account to deposit the spread between the first mortgage payment plus related costs and true interest cost in order to cover certain interest payments.

**WHEREAS**, consistent with the Commission's Second Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in a regular open meeting with a quorum participating, the action undertaken by the Commissioners in adopting Resolution 21-111AS and any actions taken since November 19, 2021 to effectuate the actions contemplated therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that Resolution 21-111AS and any subsequent actions taken in relation thereto are hereby ratified and affirmed.

# IV. CONSENT

A. Request to Authorize the Acting Chief Financial Officer to have the same Authority as the Chief Financial Officer as an Authorized Signer on HOC's Bank Accounts

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

<b>RESOLUTION NO.: 21-112</b>	RE: Request to Authorize the Acting Chief
	Financial Officer to Have the Same Authority as
	the Chief Financial Officer as an Authorized
	Signer on HOC's Bank Accounts

**WHEREAS,** the Housing Opportunities Commission of Montgomery County ("HOC" or the "Commission") has several bank accounts with various banking institutions (the "Accounts"); and

**WHEREAS,** HOC's Accounts currently have three (3) authorized signatories: the Chief Financial Officer, the Executive Director, and the Director of Human Resources; and

**WHEREAS,** with the recent departure of HOC's Chief Financial Officer, staff is requesting that the Commission authorize the Acting Chief Financial Officer to have the same signing authority as the Chief Financial Officer while the position of Chief Financial Officer is vacant; an

WHEREAS, all authorized signers shall be limited to members of the Executive Staff; and

WHEREAS, the Acting Chief Financial Officer is a member of the Executive Staff; and

WHEREAS, the Accounts shall have a three (3) authorized signers at this point in time.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Acting Chief Financial Officer shall be an authorized signatory to HOC's Accounts in the event, and for so long as, the position of Chief Financial Officer is vacant, provided that the Accounts shall have a maximum of three authorized signers at any point in time, all of whom shall be members of the Executive Staff.

# V. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

### A. Administrative and Regulatory Committee – Com. Kelleher, Chair

1. **Housing Resources:** Authorization to Implement Voucher Payment Standards Based on the Housing and Urban Development (HUD) Fiscal Year 2022 (FY'22) Small Area Fair Market Rents

Lynn Hayes, Director of Housing Resources, introduced Guidy Paul, Management Analyst, who was the presenter.

The following resolution was adopted upon a motion by Vice Chair Kelleher and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

### RESOLUTION NO.: 21-113 RE: Authorization to Implement Voucher Payment Standards Based on HUD FY 2022 Small Area Fair Market Rents

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development ("HUD") require that the Housing Opportunities Commission of Montgomery County ("HOC") establish and implement new Voucher Payment Standards ("VPS") annually for use in HOC's administration of the Housing Choice Voucher Program; and

**WHEREAS**, the establishment of the VPS must be between 90 and 110 percent of the HUD Small Area Fair Market Rents (SAFMR) for the given fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County establishes the Voucher Payment Standards for FY 2022 as shown on the **Exhibit**.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Acting Executive Director, or her designee, is authorized and directed, without further action on its part, to take any and all other actions necessary and proper to carry out the activities contemplated herein.

### B. Development and Finance Committee – Com. Simon, Chair

1. Heritage Emory Grove Concept Development: Approval to Execute a Purchase Agreement for Disposition of the Emory Grove Village and Camp Hill Square; Approval of a Predevelopment Budget and Funding of a Predevelopment Budget and Funding of Predevelopment Expenditures for Heritage Emory Grove; and Approval to Draw on the PNC Bank, N.A. Real Estate Line of Credit to Fund the Predevelopment Expenditures

Zachary Marks, Chief Investment and Real Estate Officer, was the presenter.

The following resolutions were adopted upon a motion by Commissioner Simon and seconded by Chair Pro Tem Nelson. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Croom, Merkowitz, and Simon. Commissioner Byrd abstained.

**RESOLUTION NO.: 21-114A** 

RE: Approval to Execute a Purchase Agreement for Disposition of the Emory Grove Village and Camp Hill Square; Approval of a Predevelopment Budget and Funding of Predevelopment Expenditures for Heritage Emory Grove.

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC" or the "Commission"), a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law, and authorized thereby to effectuate the purpose of providing affordable housing, including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

WHEREAS, on April 1, 2020, the Commission approved HOC's entering into an ownership venture with Emory Grove United Methodist Church ("EGUMC") to explore the aggregation and redevelopment of certain properties owned by HOC, EGUMC, Montgomery County ("County"), and the Maryland-National Capital Park and Planning Commission ("M-NCPPC") near HOC's Emory Grove Village ("EGV") and Camp Hill Square ("CHS") located in Gaithersburg, Maryland (collectively, "Heritage Emory Grove"); and

**WHEREAS**, all of the properties were once part of a unified, 300-acre community begun by formerly enslaved people; and EGUMC was the historical center of that community; and

WHEREAS, on October 7, 2020, the Commission authorized the Executive Director to enter into a letter of intent ("LOI") for the disposition of EGV and CHS to Hailey Development, LLC ("Hailey") based on direction from the Commission for proposed partners and structure of EGV and CHS disposition, the housing typology on other components of Heritage Emory Grove redevelopment, the strategy of formal requests of the County and M-NCPPC for land control, and the scope of historical and cultural preservation across the Heritage Emory Grove redevelopment; and

WHEREAS, on January 22, 2021, the LOI for the disposition of EGV and CHS to Hailey Development, LLC ("Hailey") was executed and staff is ready to execute a Purchase and Sale Agreement and commence closing the disposition pursuant to the terms of the LOI; and

WHEREAS, on June 9, 2021 and on October 6, 2021, the Commission approved the acquisition of and associated costs of acquisition for 17810 Washington Grove Lane, Gaithersburg, Maryland ("17810 WGL") and neighboring 17812 Washington Grove Lane, Gaithersburg, Maryland ("17812 WGL"), the control and inclusion of which in the Heritage Emory Grove redevelopment will increase the yield of affordable housing included within the proposed Heritage Emory Grove redevelopment; and

WHEREAS, feasibility funding for the disposition of EGV and CHS, as well as for initial master planning of the County parcels included in the Heritage Emory Grove redevelopment concept, is projected to be \$272,500, which includes engagement of land use legal counsel, land planning, civil engineering, and other necessary consultants ("Feasibility Funding"); and

WHEREAS, staff recommends utilizing the \$150 million PNC Bank, N.A. Real Estate Line of Credit ("RELOC") as the source of funding for the Feasibility Funding, with the portion attributable to the EGV and

CHS disposition to be repaid from the disposition sales proceeds, and the portion attributable to the master planning of the County parcels to be repaid from the County's net sales proceeds from disposition of development lot.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes the Acting Executive Director, or her designee, to execute a purchase and sale agreement for the disposition of EGV and CHS to Hailey Development LLC.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission of Montgomery County approves a combined budget of \$272,500 for the Feasibility Funding.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Feasibility Funding will be funded from the RELOC, with the portion attributable to the EGV and CHS disposition to be repaid from the disposition sales proceeds, and the portion attributable to the master planning of the County parcels to be repaid from the County's net sales proceeds from disposition of development lot.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission Montgomery County authorizes the Acting Executive Director, or her authorized designee, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and actions contemplated herein.

RESOLUTION NO.: 21-114B	RE:	Approval to Draw up to \$272,500 on the PNC Bank, N.A. Real Estate Line of Credit to Provide
		Feasibility Funding for the Predevelopment Expenditures for Heritage Emory Grove.

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC" or "Commission"), a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law, is authorized thereby to effectuate the purpose of providing affordable housing, including providing for the rehabilitation of rental housing properties which provide a public purpose; and

WHEREAS, HOC is exploring the aggregation, masterplan, and redevelopment of certain properties owned by HOC, Emory Grove United Methodist Church ("EGUMC"), Montgomery County ("County"), and the Maryland-National Capital Park and Planning Commission ("M-NCPPC") near HOC's Emory Grove Village ("EGV") and Camp Hill Square ("CHS") located in Gaithersburg, Maryland (collectively, "Heritage Emory Grove"); and

WHEREAS, feasibility funding for the disposition of EGV and CHS, as well as for initial master planning of the County parcels included in the Heritage Emory Grove redevelopment concept, is projected to be \$272,500, which includes engagement of land use legal counsel, land planning, civil engineering, and other necessary consultants ("Feasibility Funding"); and

WHEREAS, staff recommends utilizing the \$150 million PNC Bank, N.A. Real Estate Line of Credit ("RELOC") as the source of funding for the Feasibility Funding, with the portion attributable to the EGV and CHS disposition to be repaid from the disposition sales proceeds, and the portion attributable to

the master planning of the County parcels to be repaid from the County's net sales proceeds from disposition of development lot.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it authorizes taxable draws on the RELOC in an amount not to exceed \$272,500 for the Feasibility Funding of Heritage Emory Grove for a term of up to 60 months.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission Montgomery County authorizes the Acting Executive Director, or her authorized designee, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and actions contemplated herein.

RESOLUTION NO.: 21-114C RE: Approval to Draw \$720,000 on the PNC Bank, N.A. Real Estate Line of Credit as a Source for a Loan to Emory Grove United Methodist Church to Acquire 17810 Washington Grove Land and Retire the Existing Mortgage on 17812 Washington Grove Lane

WHEREAS, on April 1, 2020, the Housing Opportunities Commission of Montgomery County ("HOC" or "Commission") approved HOC's entering into an ownership venture with Emory Grove United Methodist Church ("EGUMC") to explore the aggregation and redevelopment of certain properties owned by HOC, EGUMC, Montgomery County ("County"), and the Maryland-National Capital Park and Planning Commission ("M-NCPPC") near HOC's Emory Grove Village ("EGV") and Camp Hill Square ("CHS") located in Gaithersburg, Maryland (collectively, "Heritage Emory Grove"); and

WHEREAS, as part of the Heritage Emory Grove aggregation, HOC wishes to assist EGUMC in its acquisition of a house at 17810 Washington Grove Lane, Gaithersburg, Maryland ("17810 WGL") via a five-year loan ("EGUMC Loan") and use the remaining funds (after acquisition of and associated costs of acquisition for 17810 WGL) to retire EGUMC's existing mortgage on neighboring 17812 Washington Grove Lane, Gaithersburg, Maryland ("17812 WGL"); and

WHEREAS, as collateral for the EGUMC Loan, HOC will place liens on 17810 WGL and 17812 WGL in the form of deeds of trust; and

WHEREAS, on June 9, 2021, the Commission authorized staff to enter into a non-binding letter of intent to acquire 17810 WGL or to invest in the acquisition of 17810 WGL at a total cost not to exceed \$600,000 (including an allowance for \$50,000 in transactional costs) ("June Commission Approval"); and

WHEREAS, on October 6, 2021, the Commission (A) affirmed its June Commission Approval, and (B) authorized an additional \$120,000 to retire the mortgage at 17812 WGL outstanding as of October 6, 2021 ("October Commission Approval"); and

**WHEREAS**, HOC wishes to fund the actions in the June Commission Approval and October Commission Approval with a tax-exempt draw from the \$150 million PNC Bank N.A. Real Estate Line of Credit ("RELOC") in an amount up to \$720,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it authorizes a tax-exempt draw on the RELOC for a term of 60 months in an amount not to exceed \$720,000 to fund the actions in the June Commission Approval and the October Commission Approval.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission Montgomery County authorizes the Acting Executive Director, or her authorized designee, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and actions contemplated herein, including the execution of any documents related thereto.

2. **Cider Mill:** Approval to Engage Eastern Concrete Construction to Replace Six Roofs at Cider Mill Apartments

Millicent Anglin, Asset Manager, was the presenter.

The following resolution was adopted upon a motion by Commissioner Croom and seconded by Chair Pro Tem Nelson. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

**RESOLUTION NO.: 21-115** 

RE: Approval to Engage Eastern Concrete Restoration to Replace Six Roofs at Cider Mill Apartments

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC") is the sole member of MVG II, LLC ("MVG"), which is the sole member of MV Gateway LLC ("MV Gateway"), and MV Gateway owns the development known as Cider Mill Apartments (the "Property") located in Gaithersburg, Maryland; and

WHEREAS, the roofs of six buildings at the Property need immediate replacement to resolve ongoing leaks; and

**WHEREAS**, Grady Management ("Grady"), the current property manager at the Property, and Construction Insight DC, LLC solicited bids and received six responses; and

**WHEREAS**, Eastern Concrete Restoration ("Eastern") submitted the most competitive bid, in part because of their ability to have immediate access to necessary materials; and

**WHEREAS**, staff desires to authorize Grady, as MV Gateway's agent, to execute a contract with Eastern to replace six roofs the Property.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG, as its sole member, on behalf of itself and on behalf of MV Gateway, as its sole member, that the Acting Executive Director of HOC, or her designee, is hereby authorized to direct Grady, as MV Gateway's agent, to negotiate and execute a contract with Eastern in an amount up to \$844,809 to be paid from the Property's replacement reserves to replace six roofs at the Property.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG, as its sole member, on behalf of itself and on behalf of MV Gateway, as its sole member, that the Acting Executive Director of HOC, or her designee, is hereby authorized and

directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction contemplated herein, including the execution of any documents related thereto.

### VI. ITEMS REQUIRING DELIBERATION and/or ACTION

1. Approval of firm for Executive Recruiting

Vice Chair Kelleher provided an overview of the Housing Opportunities Commission Request for Proposal (RFP) #2287 for an Executive Recruiter firm.

The following resolution was adopted upon a motion by Vice Chair Kelleher and seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

### RESOLUTION NO.: 21-116 RE: Approval of Firm for Executive Recruiting

**WHEREAS**, the Housing Opportunities Commission of Montgomery County's ("HOC" or the Commission") is authorized pursuant to its Second Amended and Restated Bylaws to employ a Secretary-Treasurer who shall serve as Executive Director ("Secretary/ED");

WHEREAS, HOC's prior Secretary/ED resigned on July 31, 2021 and an Acting Secretary/ED was appointed as of August 1, 2021;

**WHEREAS**, the Commission desires to conduct a search for candidates to permanently fill the position of Secretary/ED and requires the assistance of an Executive Recruiter Firm;

WHEREAS, HOC's Procurement Office issued a Request for Proposals ("RFP") #2287 for Executive Recruiter on October 18, 2021;

WHEREAS, two (2) respondents submitted qualified responses for the RFP by the deadline of November 15, 2021;

**WHEREAS**, The Organizational Leadership Edge scored higher of the two firms in the average of the evaluators' scores with an average score of 91.3;

**WHEREAS**, based on the evaluation of the proposals, it is recommended that The Organizational Leadership Edge be selected as the executive search firm and that the Acting Executive Director be authorized to negotiate and execute a contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County hereby authorizes the selection of The Organizational Leadership Edge as the executive search firm to assist the Commission in permanently filling the position of Secretary/ED, and authorizes the Acting Executive Director to negotiate and execute a contract for such services for an amount up to \$50,000 to be funded from Personnel Transition budget item in the General Fund.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes and directs the Acting Executive Director, or her designee, without further action on its part, to take any and all other actions necessary and proper to carry out the action contemplated herein, including but not limited to the execution of any and all documents related thereto.

Chair Priest read the Written Closing Statement. Commissioner Croom seconded the motion, with Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon voting in approval.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the open session at 5:23 p.m. and reconvened in closed session at 5:31 p.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County's closed session held on December 8, 2021 at approximately 5:31 p.m. via an online platform and teleconference, with moderator functions occurring at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(14) to discuss the proposals submitted by firms in response to RFP #2252 for professional auditing services for the Housing Opportunities Commission of Montgomery County.

The meeting was closed and the closing statement dated December 8, 2021 was adopted on a motion made by Roy Priest, seconded by Linda Croom, with Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Pamela Byrd, Linda Croom, Jeffrey Merkowitz, and Jackie Simon voting in favor of the motion. The following persons were present: Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Pamela Byrd, Linda Croom, Jeffrey Merkowitz, Jackie Simon, Kayrine Brown, Aisha Memon, Paige Gentry, Timothy Goetzinger, Gail Willison, Christina Autin, Eugenia Pascual, Ian-Terrell Hawkins, and Patrice Birdsong.

In closed session, the Commission discussed the below topic and took the following action:

- 1. **Topic**: Approval of the Selection for Professional Auditing Services (pursuant to Section 3-305(b)(14)).
  - a. Action Taken: With a quorum present, Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon approved Resolution 21-117AS, thereby awarding the contract to CliftonLarsonAllen LLP to be the primary auditor for the agency for fiscal years 2022 and 2023 (with three optional one-year renewals, which must be approved by the Commission).

The closed session was adjourned at 5:39 p.m.

Respectfully submitted,

Kayrine Brown Acting Secretary-Treasurer

/pmb Attachment: 1 – FY'22 Voucher Payment Standards Table

Approved: January 12, 2022

# <u>EXHIBIT</u>

# Fiscal Year 2022 Voucher Payment Standard Tables

[Attached]

ZIP Code	City		С	urrent 202	VPS			Curre	nt 2021	VPS %		Suggested 2022 VPS							Suggested	2022 %	Dollar Difference in VPS							
		0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4		0	1	2	:	3	4
20705	Beltsville	\$ 1,260	\$ 1,459	) \$ 1,532	\$ 2,006	\$ 2,454	90%	102%	94%	96%	97%	\$1,551	\$1,584	\$1,804	\$2,288	\$2,739	110%	110%	110%	110%	110%	\$	291 \$	125	\$ 272	2\$	282 \$	5 285
20707	Laurel	\$ 1,314	\$ 1,341	L \$ 1,547	\$ 2,005	\$ 2,455	90%	90%	91%	92%	93%	\$1,628	\$1,661	\$1,892	\$2 <i>,</i> 398	\$2,871	110%	110%	110%	110%	110%	\$	314 \$	320	\$ 34	5\$	393 \$	5 416
20777	Highland	\$ 1,479	\$ 1,637	7 \$ 1,938	\$ \$ 2,477	\$ 3,033	99%	94%	91%	90%	95%	\$1,672	\$1,903	\$2,332	\$3,014	\$3,476	110%	110%	110%	110%	110%	\$	193 \$	266	\$ 394	4 \$	537 \$	5 443
20812	Glen Echo	\$ 2,043	\$ 2,088	3 \$ 2,385	\$ 3,060	\$ 3,708	90%	90%	90%	90%	90%	\$2,354	\$2,398	\$2,728	\$3,454	\$4,147	110%	110%	110%	110%	110%	\$	311 \$	310	\$ 343	3\$	394 \$	\$ 439
20814	Bethesda	\$ 1,767	\$ 1,882	2 \$ 2,190	\$ 2,670	\$ 3,162	94%	98%	100%	95%	93%	\$2,068	\$2,101	\$2,398	\$3,036	\$3,641	110%	110%	110%	110%	110%	\$	301 \$	219	\$ 208	8\$	366 \$	5 479
20815	Chevy Chase	\$ 1,833	\$ 1,871	L \$ 2,270	\$ 2,707	\$ 3,283	94%	94%	100%	93%	93%	\$2,211	\$2,255	\$2,563	\$3,245	\$3,894	110%	110%	110%	110%	110%	\$	378 \$	384	\$ 293	3\$	538 \$	5 611
20816	Bethesda	\$ 1,908	\$ 2,038	3 \$ 2,228	\$ \$ 2,858	\$ 3,459	94%	98%	94%	94%	94%	\$2,299	\$2,332	\$2,662	\$3,366	\$4,048	110%	110%	110%	110%	110%	\$	391 \$	294	\$ 434	4 \$	508 \$	5 589
20817	Bethesda	\$ 1,849	\$ 2,101	L \$ 2,256	5 \$ 2,860	\$ 3,541	92%	102%	96%	95%	97%	\$2,233	\$2,266	\$2,585	\$3,267	\$3,927	110%	110%	110%	110%	110%	\$	384 \$	165	\$ 329	9\$	407 \$	5 386
20818	Cabin John	\$ 1,917	\$ 1,962	2 \$ 2,241	\$ 2,871	\$ 3,474	90%	90%	90%	90%	90%	\$2,354	\$2,387	\$2,728	\$3,454	\$4,147	110%	110%	110%	110%	110%	\$	437 \$	425	\$ 48	7\$	583 \$	673
20824	Bethesda	\$ 1,501	\$ 1,530	) \$ 1,712	\$ 2,242	\$ 2,717	95%	95%	93%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 323	3\$	332 \$	5 374
20825	Chevy Chase	\$ 1,501	\$ 1,530	) \$ 1,712	\$ 2,242	\$ 2,717	95%	95%	93%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 323	3\$	332 \$	5 374
20827	Bethesda	\$ 1,501	\$ 1,530	) \$ 1,712	\$ 2,242	\$ 2,717	95%	95%	93%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 323	3\$	332 \$	5 374
20830	Olney	\$ 1,519	\$ 1,513	3 \$ 1,766	5 \$ 2,266	\$ 2,689	96%	94%	96%	96%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	241 \$	269	\$ 269	9\$	308 \$	5 402
20832	Olney	\$ 1,519	\$ 1,676	5 \$ 2,106	5 \$ 2,575	\$ 3,121	91%	98%	108%	103%	103%	\$1,936	\$1,969	\$2,244	\$2,838	\$3,410	110%	110%	110%	110%	110%	\$	417 \$	293	\$ 138	8\$	263 \$	5 289
20833	Brookeville	\$ 2,043	\$ 2,088	3 \$ 2,385	\$ 3,060	\$ 3,708	90%	90%	90%	90%	90%	\$2,376	\$2,420	\$2,761	\$3,498	\$4,191	110%	110%	110%	110%	110%	\$	333 \$	332	\$ 370	5\$	438 \$	5 483
20837	Poolesville	\$ 1,548	\$ 1,584	\$ 1,809	\$ 2,425	\$ 2,808	90%	90%	90%	94%	90%	\$1,848	\$1,881	\$2,145	\$2,717	\$3,256	110%	110%	110%	110%	110%	\$	300 \$	297	\$ 330	5\$	292 \$	5 448
20838	Barnesville	\$ 1,154	\$ 1,181	L \$ 1,349	\$ 1,748	\$ 2,158	93%	93%	93%	93%	93%	\$1,452	\$1,474	\$1,683	\$2,134	\$2,563	110%	110%	110%	110%	110%	\$	298 \$	293	\$ 334	4\$	386 \$	\$ 405
20839	Beallsville	\$ 1,135	\$ 1,172	2 \$ 1,339	\$ 1,748	\$ 2,158	93%	93%	93%	93%	93%	\$1,386	\$1,408	\$1,606	\$2,046	\$2,442	110%	110%	110%	110%	110%	\$	251 \$	236	\$ 26	7\$	298 \$	5 284
20841	Boyds	\$ 2,043	\$ 2,088	3 \$ 2,518	\$ \$ 3,060	\$ 3,708	90%	90%	95%	90%	90%	\$2,541	\$2,585	\$2,948	\$3,729	\$4,477	110%	110%	110%	110%	110%	\$	498 \$	497	\$ 430	) \$	669 \$	5 769
20842	Dickerson	\$ 989	\$ 1,020	) \$ 1,194	\$ 1,561	\$ 1,947	103%	102%	103%	102%	103%	\$1,133	\$1,144	\$1,309	\$1,661	\$1,991	110%	110%	110%	110%	110%	\$	144 \$	124	\$ 11!	5\$	100 \$	5 44
20847	Rockville	\$ 1,501	\$ 1,530	) \$ 1,730	\$ 2,242	\$ 2,717	95%	95%	94%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 30!	5\$	332 \$	5 374
20848	Rockville	\$ 1,501	\$ 1,530	) \$ 1,730	\$ 2,242	\$ 2,717	95%	95%	94%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 30!	5\$	332 \$	\$ 374
20849	Rockville	\$ 1,501	\$ 1,530	) \$ 1,730	\$ 2,242	\$ 2,717	95%	95%	94%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 30!	5\$	332 \$	5 374
20850	Rockville	\$ 1,710	\$ 1,939	) \$ 2,212	\$ 2,922	\$ 3,128	91%	101%	101%	104%	92%	\$2,123	\$2,167	\$2,464	\$3,124	\$3,740	110%	110%	110%	110%	110%	\$	413 \$	228	\$ 252	2\$	202 \$	612
20851	Rockville	\$ 1,501	\$ 1,530	) \$ 1,730	\$ 2,242	\$ 2,717	95%	95%	94%	95%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 30!	5\$	332 \$	5 374
20852	Rockville	\$ 1,710	\$ 1,970	) \$ 2,176	5 \$ 2,793	\$ 3,140	90%	101%	98%	98%	91%	\$2,101	\$2,134	\$2,431	\$3,080	\$3,696	110%	110%	110%	110%	110%	\$	391 \$	164	\$ 25	5\$	287 \$	5 556
20853	Rockville	\$ 1,323	\$ 1,501	L \$ 1,706	5 \$ 2,192	\$ 2,597	98%	108%	108%	108%	106%	\$1,595	\$1,617	\$1,848	\$2,343	\$2,805	110%	110%	110%	110%	110%	\$	272 \$	116	\$ 142	2\$	151 \$	5 208
20854	Potomac				\$ 3,060			93%	90%	90%	90%	\$2,541	\$2,585	\$2,948	\$3,729	\$4,477	110%	110%	110%	110%	110%	\$	498 \$		\$ 563		669 \$	
20855	Derwood				\$ 2,720			97%	100%	100%	95%		\$2,024							110%	110%	\$	353 \$	220	\$ 190	) \$	206 \$	5 383
20859	Potomac	1			\$ 2,242			95%	100%	95%	93%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	259 \$	252	\$ 19	5\$	332 \$	5 431
20860	Sandy Spring				\$ 2,502			94%			90%		\$2,068							110%	110%	\$	361 \$					5 542
20861	Ashton				\$ 2,529			92%		90%			\$2,035							110%	110%	\$	319 \$				408 \$	5 442
20862	Brinklow				\$ 2,952			90%		90%			\$2,321							110%	110%	\$	336 \$				458 \$	5 504
20866	Burtonsville				\$ 2,580			101%					\$1,881							110%	110%		300 \$		\$ 129	•		5 167
20868	Spencerville			• •	\$ \$ 2,477	• •		93%		96%			\$1,892							110%	110%		311 \$					
20871	Clarksburg				\$ 3,161						103%		\$2,211							110%	110%	\$	277 \$	151	\$ 7!		29 \$	
20872	Damascus				5 \$ 2,267								\$1,551							110%	110%	Ş	139 \$	3	<u>.</u>		(23) \$	
20874	Germantown	1			\$ \$ 2,585								\$1,771							110%	110%	Ş	268 \$	0			• • •	5 218
20875	Germantown				\$ 2,219			93%		94%			\$1,782							110%	110%		306 \$					\$ 402
20876	Germantown				\$ 2,565						106%		\$1,837							110%	110%		314 \$	44		1\$		63
20877	Gaithersburg				\$ 2,387															110%	110%		180 \$		\$ 6		33 \$	
20878	Gaithersburg	1			\$ 2,662								\$1,859							110%	110%		320 \$					5 154
20879	Gaithersburg	\$ 1,470	\$ 1,712	2 \$ 1,911	\$ 2,493	\$ 3,028	94%					\$1,727	\$1,760	\$2,002	\$2,530	\$3,047	110%	110%	110%	110%	110%	Ş	257 \$	48	Ş 9:	1\$	37 Ş	5 19
20880	Washington Grove	\$ 1,542	\$ 1,597	7 \$ 1,841	\$ 2,380	\$ 2,919	97%	98%	99%	100%	101%	\$1,727	\$1,760	\$2,002	\$2,541	\$3,047	110%	110%	110%	110%	110%	\$	185 \$	163	\$ 163	1\$	161 \$	5 128
20882	Gaithersburg	\$ 1,519	\$ 1,598	\$ \$ 2,076	5 \$ 2,241	\$ 2,709	92%	94%	107%	90%	90%	\$1,958	\$2,002	\$2,277	\$2,882	\$3,465	110%	110%	110%	110%	110%	\$	439 \$	404	\$ 202	1\$	641 \$	5 756
20883	Gaithersburg	\$ 1,454	\$ 1,497	\$ 1,712	\$ 2,219	\$ 2,689	92%	93%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	306 \$	285	\$ 323	3\$	355 \$	5 402
20884	Gaithersburg	\$ 1,454	\$ 1,497	\$ 1,712	\$ 2,219	\$ 2,689	92%	93%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	306 \$	285	\$ 323	3\$	355 \$	5 402
20885	Gaithersburg	\$ 1,454	\$ 1,497	\$ 1,712	\$ 2,219	\$ 2,689	92%	93%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	306 \$	285	\$ 323	3\$	355 \$	5 402

ZIP Code	City		Cu	rrent 2021	VPS		Curre	nt 2021	VPS %		Suggested 2022 VPS						Suggested 2022 %						Dollar Difference in VPS							
		0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4		0	1	2	;	3	4		
20886	Montgomery Village	\$ 1,297	\$ 1,595	\$ 1,815	\$ 2,332	\$ 2,816	92%	110%	110%	110%	110%	\$1,595	\$1,617	\$1,848	\$2,343	\$2,805	110%	110%	110%	110%	110%	\$	298 \$	22	\$ 33	\$	11	\$ (11)		
20891	Kensington	\$ 1,519	\$ 1,513	\$ 1,766	\$ 2,266	\$ 2,717	96%	94%	96%	96%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	241 \$	269	\$ 269	\$	308	\$ 374		
20895	Kensington	\$ 1,512	\$ 1,617	\$ 1,862	\$ 2,385	\$ 2,888	90%	94%	95%	95%	95%	\$1,837	\$1,870	\$2,134	\$2,706	\$3,245	110%	110%	110%	110%	110%	\$	325 \$	253	\$ 272	\$	321	\$ 357		
20896	Garrett Park	\$ 1,647	\$ 1,692	\$ 1,926	\$ 2,466	\$ 2,988	90%	90%	90%	90%	90%	\$2,013	\$2,046	\$2,332	\$2 <i>,</i> 959	\$3,553	110%	110%	110%	110%	110%	\$	366 \$	354	\$ 406	\$	493	\$ 565		
20898	Gaithersburg	\$ 1,454	\$ 1,497	\$ 1,712	\$ 2,219	\$ 2,689	92%	93%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	306 \$	285	\$ 323	\$	355	\$ 402		
20899	Gaithersburg	\$ 989	\$ 1,020	\$ 1,194	\$ 1,561	\$ 1,947	103%	102%	103%	102%	103%	\$957	\$990	\$1,155	\$1,518	\$1,881	110%	110%	110%	110%	110%	\$	(32) \$	(30)	\$ (39	)\$	(43)	\$ (66)		
20901	Silver Spring	\$ 1,384	\$ 1,512	\$ 1,728	\$ 2,235	\$ 2,615	101%	108%	108%	109%	105%	\$1,551	\$1,573	\$1,793	\$2,266	\$2,728	110%	110%	110%	110%	110%	\$	167 \$	61	\$ 65	\$	31 9	\$ 113		
20902	Silver Spring	\$ 1,561	\$ 1,716	\$ 1,958	\$ 2,508	\$ 2,909	102%	110%	110%	110%	105%	\$1,749	\$1,771	\$2,024	\$2,563	\$3,080	110%	110%	110%	110%	110%	\$	188 \$	55	\$ 66	\$	55 \$	\$ 171		
20903	Silver Spring	\$ 1,479	\$ 1,546	\$ 1,766	\$ 2,258	\$ 2,610	103%	105%	105%	105%	100%	\$1,628	\$1,661	\$1,892	\$2,398	\$2,871	110%	110%	110%	110%	110%	\$	149 \$	115	\$ 126	\$	140	\$ 261		
20904	Silver Spring	\$ 1,479	\$ 1,786	\$ 2,017	\$ 2,394	\$ 3,128	93%	110%	109%	101%	109%	\$1,771	\$1,804	\$2,057	\$2,607	\$3,124	110%	110%	110%	110%	110%	\$	292 \$	18	\$ 40	\$	213	\$ (4)		
20905	Silver Spring	\$ 1,565	\$ 1,766	\$ 2,090	\$ 2,657	\$ 3,089	91%	100%	104%	103%	99%	\$1,859	\$1,892	\$2,156	\$2,728	\$3,278	110%	110%	110%	110%	110%	\$	294 \$	126	\$ 66	\$	71 ;	\$ 189		
20906	Silver Spring	\$ 1,519	\$ 1,766	\$ 2,017	\$ 2,536	\$ 3,014	96%	109%	109%	107%	105%	\$1,749	\$1,771	\$2,024	\$2,563	\$3,080	110%	110%	110%	110%	110%	\$	230 \$	5	\$ 7	\$	27	\$ 66		
20907	Silver Spring	\$ 1,485	\$ 1,513	\$ 1,712	\$ 2,219	\$ 2,689	94%	94%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	275 \$	269	\$ 323	\$	355	\$ 402		
20910	Silver Spring	\$ 1,683	\$ 1,885	\$ 2,174	\$ 2,546	\$ 3,023	94%	103%	104%	95%	93%	\$1,991	\$2,024	\$2,310	\$2,926	\$3,509	110%	110%	110%	110%	110%	\$	308 \$	139	\$ 136	\$	380	\$ 486		
20911	Silver Spring	\$ 1,485	\$ 1,513	\$ 1,712	\$ 2,219	\$ 2,689	94%	94%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	275 \$	269	\$ 323	\$	355	\$ 402		
20912	Takoma Park	\$ 1,150	\$ 1,395	\$ 1,577	\$ 1,777	\$ 2,202	92%	109%	108%	95%	97%	\$1,386	\$1,408	\$1,606	\$2,035	\$2,442	110%	110%	110%	110%	110%	\$	236 \$	13	\$ 29	\$	258	\$ 240		
20913	Takoma Park	\$ 1,485	\$ 1,513	\$ 1,712	\$ 2,219	\$ 2,689	94%	94%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	275 \$	269	\$ 323	\$	355	\$ 402		
20914	Silver Spring	\$ 1,479	\$ 1,546	\$ 1,766	\$ 2,258	\$ 2,803	94%	96%	96%	96%	98%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	281 \$	236	\$ 269	\$	316	\$ 288		
20915	Silver Spring	\$ 1,519	\$ 1,513	\$ 1,766	\$ 2,266	\$ 2,717	96%	94%	96%	96%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	241 \$	269	\$ 269	\$	308	\$ 374		
20916	Silver Spring	\$ 1,519	\$ 1,513	\$ 1,766	\$ 2,266	\$ 2,717	96%	94%	96%	96%	95%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	241 \$	269	\$ 269	\$	308	\$ 374		
20918	Silver spring	\$ 1,485	\$ 1,513	\$ 1,712	\$ 2,219	\$ 2,689	94%	94%	93%	94%	94%	\$1,760	\$1,782	\$2,035	\$2,574	\$3,091	110%	110%	110%	110%	110%	\$	275 \$	269	\$ 323	\$	355	\$ 402		
21771	Mount Airy	\$ 1,291	\$ 1,332	\$ 1,593	\$ 2,052	\$ 2,519	97%	90%	90%	90%	94%	\$1,452	\$1,584	\$1,892	\$2,431	\$2,849	110%	110%	110%	110%	110%	\$	161 \$	252	\$ 299	\$	379	\$ 330		
21797	Woodbine	\$ 1,113	\$ 1,143	\$ 1,431	\$ 1,854	\$ 2,162	106%	90%	90%	90%	92%	\$1,122	\$1,320	\$1,639	\$2,123	\$2,442	110%	110%	110%	110%	110%	\$	9\$	177	\$ 208	\$	269	\$ 280		